STEP-BY-STEP INSTRUCTIONS FOR THE FULL FEE INTERNET RENEWAL SYSTEM

Updated, August, 2005



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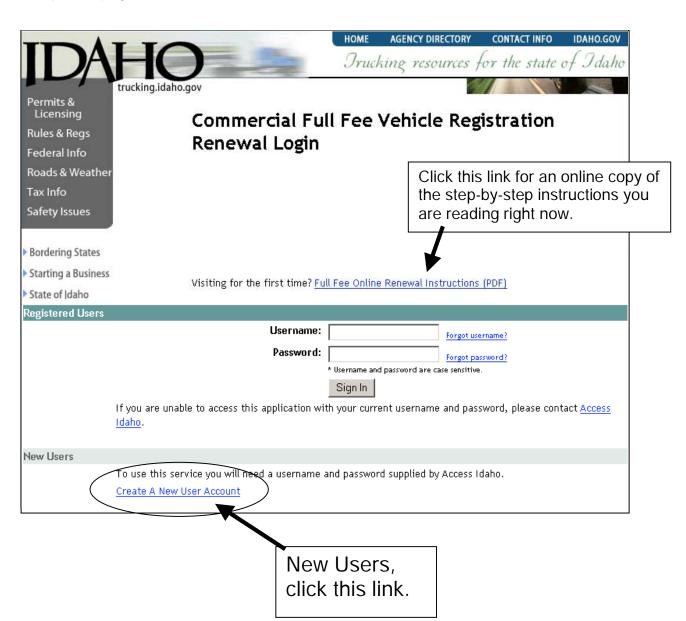
Step 1: Accessing the Internet Site

Go to trucking.idaho.gov and click on the "Full Fee Registration Renewal" link.



Step 2: Creating a New User Account

If you are a new user, click "Create A New User Account." If you are already a registered user, type in your user name and password, click "Sign In" and then proceed to step 3 on page 6.

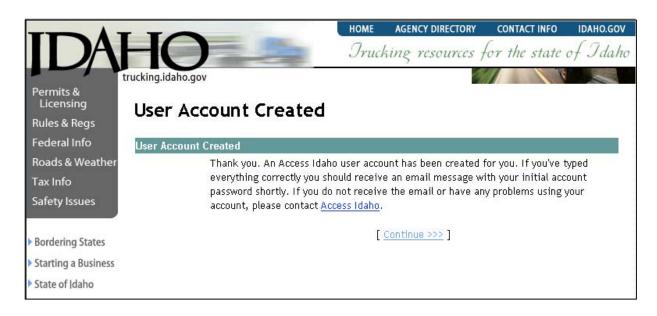


Step 2: Creating a New User Account (continued)

To create a new user account, type in the information and click "Register." You will receive an e-mail from Access Idaho with an initial password to use the first time. The initial password will need to be changed to a new password of your choice.

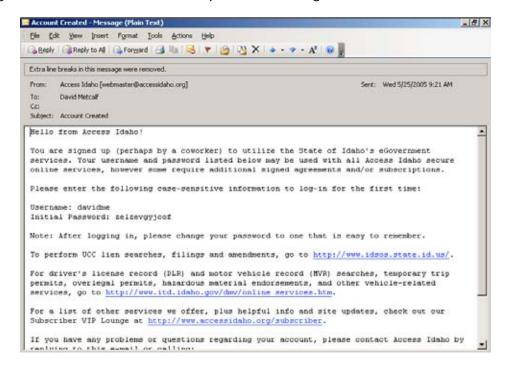


You should receive a message that an Access Idaho account has been created for you. Click "Continue" and then check for the e-mail message with the initial password.



Step 2: Creating a New User Account (continued)

Here's an example of an e-mail message confirming that you are signed up. It will contain your username and the initial password to log in.



Type in your user name and the password from the e-mail message, and click "Sign In."

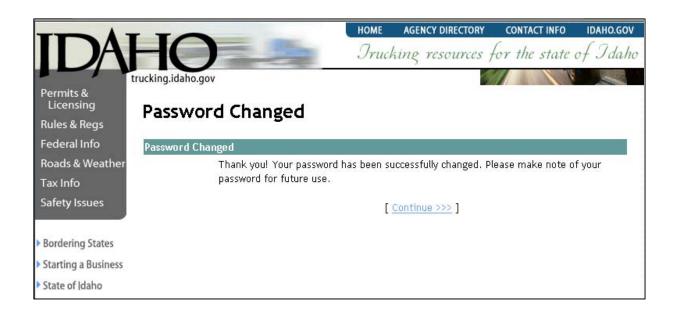


Step 2: Creating a New User Account (continued)

The system will prompt you to change your password. Pick something that is secure, yet easy for you to remember. Remember that passwords are case-sensitive.

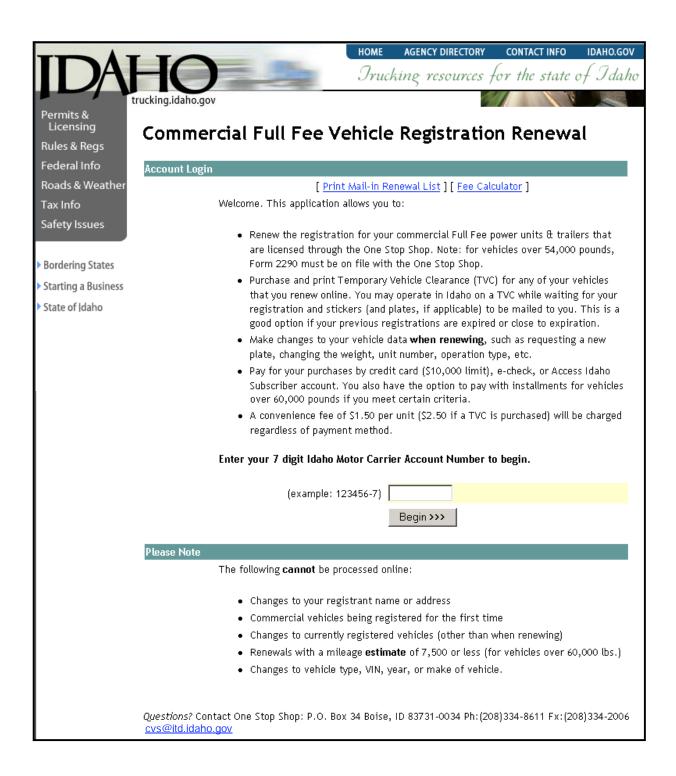


The system will confirm that you have successfully changed your password. Click "Continue" to log in.



Step 3: Finding Your Vehicle Records

You are now at the "Account Login" screen. Read the information carefully, then type in your 7-digit Idaho Motor Carrier Account Number and click "Begin" to find your vehicle records that are eligible for renewal. (If you don't know all 7 digits of your account number, contact Motor Carrier at 208-334-8611 or e-mail: cvs@itd.idaho.gov.)



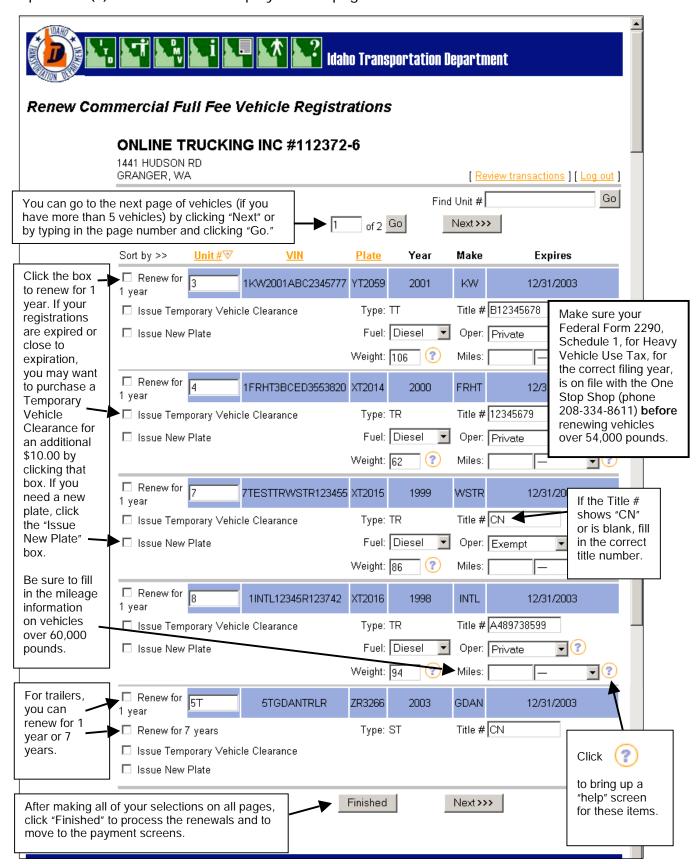
Step 3: Finding Your Vehicle Records (continued)

You will see a "search" screen which will give you the opportunity to either bring up all of your records or a specified portion of them. If you have fewer than 100 records to bring up, it is recommended that you click the "Find all renewable registrations" button.

			HOME	AGENCY DIRECTORY	CONTACT INFO	IDAHO.GOV	
IDA	HO			king resources	-	C -	
	trucking.idaho.gov			, .			
Permits & Licensing		Commercial Ful	l Fee	Vehicle Red	ristrations		
Rules & Regs	iciicw (commercial rat		Terricie Reg	Sisti ations		
Federal Info		ONLINE TRUCKING	INC #1	12372-6			
Roads & Weather		1441 HUDSON RD					
Tax Info		GRANGER, WA 98932-0000		[Rev	iew transactions]	[Log out]	
Safety Issues		Find all renewable registra	tions				
		Bring up all your records a		[BAST - 1986] [B	wal. This is recor	nmended	
Bordering States		only if you have fewer than		area (100) venicies. enewable registrations	. 1		
Starting a Business		ia	i iliu ali ie	snewabie registrations			
State of Idaho							
		Find specific renewable re					
		If you have one hundred (100) or more vehicles, use the specific criteria below to renew part of your vehicles at a time.					
		Use '^' to find records that start with certain characters (example: ^58 for all unit numbers beginning with 58).					
		A search for characters without a "' will return all units with the characters anywhere in the number. (XT in the Plate field will return XT0000 and 00XT00).					
			Unit:				
			VIN:				
			Plate:				
		Check to include Powe	er Units <mark>F</mark>	▼ 60,000 lb or less	▼ over 60,000 ll	b	
		Check to include	Trailers <mark>F</mark>	▽			
			Find ren	ewable registrations			
	0	tt-0	04 8-4-	UD 00704 0004 PL /00	01004 0744 E. 700	01004 0007	
	<u>cvs@itd.idaho.</u>	tact One Stop Shop: P.O. Box gov	34 BOISE,	ID 83/31-0034 PR:(20	გეპა4-8611 FX:[20	8J334-2UU6	

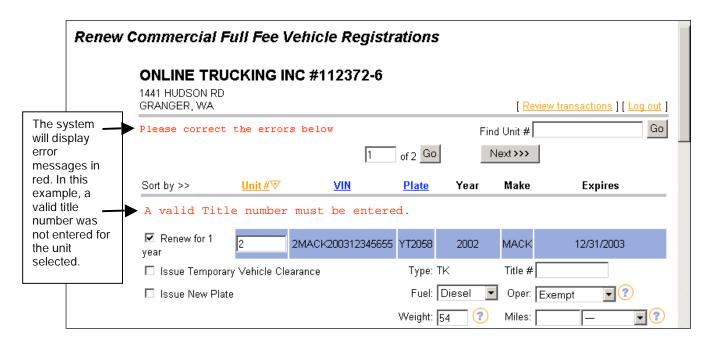
Step 4: Renewing Your Vehicles

Once you have chosen your range of vehicles to view, you will go to this vehicle screen. Up to five (5) vehicles will be displayed on a page.



Step 4: Renewing Your Vehicles (continued)

Once you have selected the records you want to renew on a particular page, click "Next" or use the "Go" feature to go to another page, or click "Finished" if you have completed all your selections that you want to renew. The system will check to make sure all the information is correct for the vehicles you have selected, before it will allow you to go to another page, or to go to the billing information screen when you click "Finished." If something is incorrect, the system will prompt you with a message. Fix the incorrect information, and then try it again.

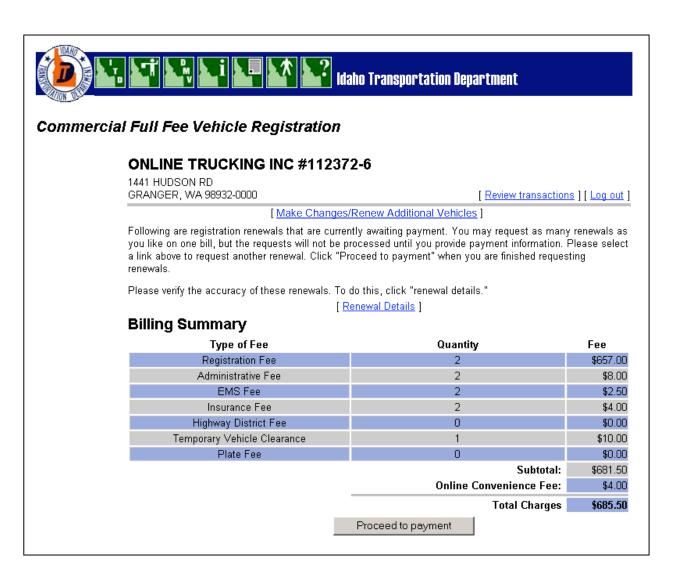




Step 5: Paying For Your Renewals

Once you have clicked "Finished" and the system passes all edits, it will take you to the "Billing Summary" screen. Here you can view a summary of fees due for the vehicles that you have selected. If you wish to make any changes, or renew more vehicles in the same transaction, you can click the "Make Changes/Renew Additional Vehicles" link to go back to the vehicle selection page(s). To see specific details about each vehicle that you have selected for renewal, including a breakdown of fees per unit, click the "Renewal Details" link. Once you are ready to complete the transaction and make your payment, click the "Proceed to payment" button.

Note: if you see a button regarding paying with installments, you may select that option. This option will only be available if you meet certain criteria, such as having a "clear" account with ITD, registering for 12 months, and having previous Full Fee installment plans paid off. You will be required to read and agree to the conditions laid out in the installment payment agreement notice. Installment payments only apply to Idaho registration fees for vehicles over 60,000 pounds.

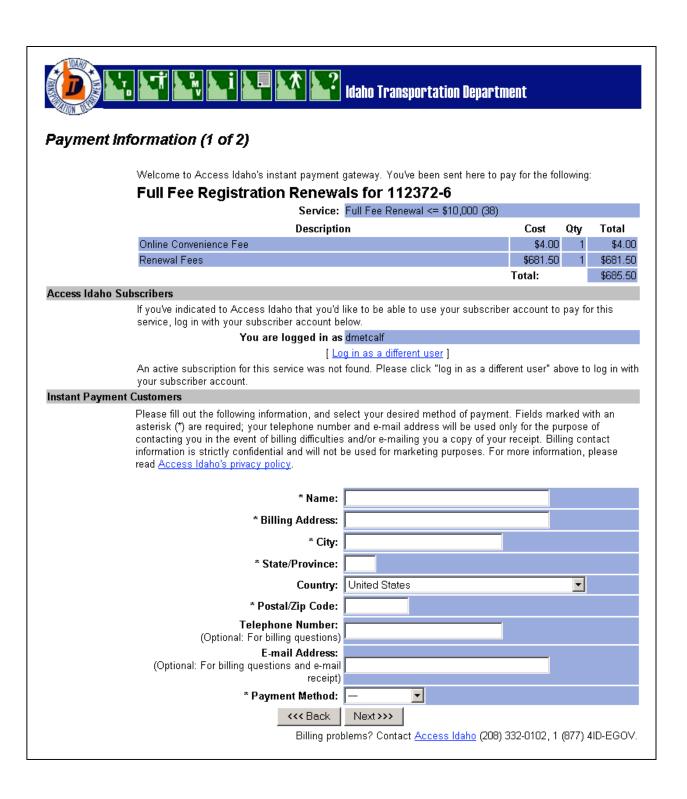


If you click the "Renewal Details" link, you will see the fee detail for each unit. Click "Billing Summary" to go back to the previous screen where you can proceed to the payment screens.

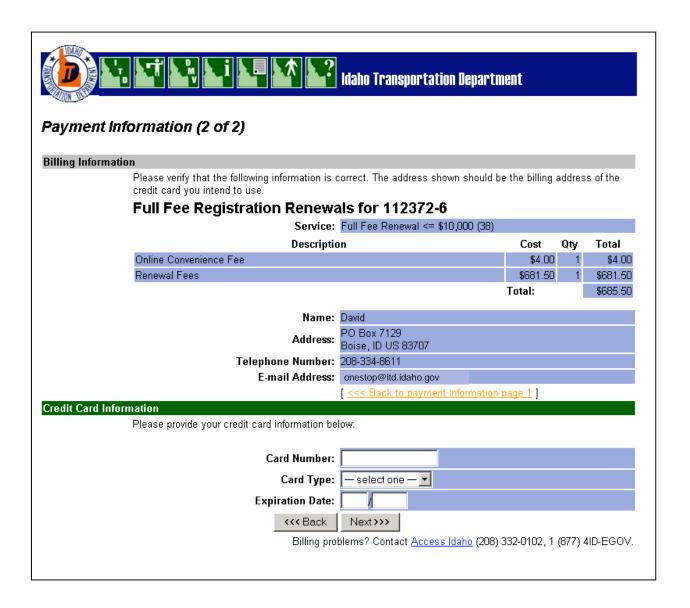




After clicking the "Proceed to payment" button, you will come to the "instant payment gateway." Fill in the information, and then click "Next" to go to page 2 of the payment information screens.



Here is the second page of the payment information. Fill in your credit card number or other requested information and click "Next."



A final billing summary will appear showing that the charges have been authorized. You will receive an e-mail confirmation with a receipt once the fees have been billed. You will receive your renewal registrations, stickers, and plates if applicable, in the mail within 1-2 business days.

You can click the "Print/Purchase TVCs" link to print or purchase a TVC (see step 6 on the next page).



Commercial Full Fee Vehicle Registration

ONLINE TRUCKING INC #112372-6

1441 HUDSON RD GRANGER, WA 98932-0000

[Review transactions] [Log out]

Following are registration renewals that were purchased in this session. For more information about these charges, click "Renewal Details" or contact the Idaho Transportation Department.

[Renewal Details] [Print / Purchase TVCs]

Billing Summary

Type of Fee	Quantity	Fee
Registration Fee	2	\$657.00
Administrative Fee	2	\$8.00
EMS Fee	2	\$2.50
Insurance Fee	2	\$4.00
Highway District Fee	0	\$0.00
Temporary Vehicle Clearance [Print / Purchase]	1	\$10.00
Plate Fee	0	\$0.00

Online Convenience Fee: \$4.00

Total Charges \$685.50

Subtotal: \$681.50

The following charges have been authorized on your account, and your renewals will be processed as soon as possible. Once all renewals have been processed, your account will be billed ("billed" will appear next to the Transaction ID), and you will receive a receipt via email.

Transaction 1806 (authorized) Full Fee Registration Renewals for 112372-6

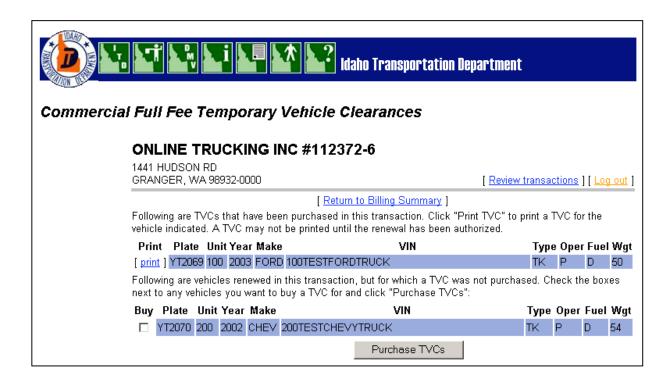
Date Authorized Mon 04/05/2004 02:05:29 PM MDT Billed To Credit Card: xxxxxxxxxxxxx5555

Cost \$685.50

Step 6: Printing Temporary Vehicle Clearances (TVCs)

When you click the "Print/Purchase TVCs" link on the "Billing Summary" screen, you will see a screen like the one below. If you purchased a TVC on a particular vehicle, you will see a link that says "print." Click on this to print your TVC.

If you did not purchase a TVC on a particular vehicle, and now you would like to do so, click the "Buy" TVC box next to the record and then click the "Purchase TVCs" button. The system will take you back through the payment screens so you can pay for the additional TVC. Then you can return to this screen to print the TVC.

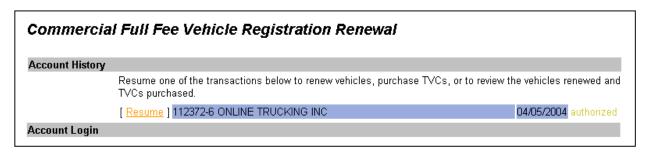




Additional Information

Reviewing Transactions & Finishing Partially-completed Transactions

On several of the screens you will see a link that says "Review transactions." By clicking this link, you will go to the Account History/Account Login screen, where you will be able to see links to any recent previous transactions. For transactions that you have started, but haven't finished, click "Resume" next to the transaction to complete the transaction.



This Account History information is useful for when you are working on a transaction and then need to shut down your computer prior to completing the transaction. When you log back in, the system will enable you to pick up where you left off and complete the transaction. Also, if you have not paid for the transaction, the word "cancel" will show in place of the word "authorized." You can click "cancel" if you decide not to complete the transaction.

Trouble-shooting

If you are having problems creating a User Account, or you are having problems with your password, contact Access Idaho at (208) 332-0102.

If you are having problems renewing vehicles over 54,000 pounds, the Heavy Vehicle Use Tax (HVUT) flag may not be set. You will need to fax your receipted Form 2290, Schedule 1 to Motor Carrier (fax 208-334-2006) so the system can be flagged. If you have guestions about this, contact Motor Carrier by e-mail at cvs@itd.idaho.gov.

Printable Renewals List

On the Account Login screen (see step 3 on page 6), you will see a link that says "Print Mail-in Renewal List." This will enable you to view a list of your vehicles that are eligible to renew. You have the option of printing this list and mailing it to Motor Carrier with payment. If you renew online, do not mail this list for the same vehicles.

Fee Calculator

On the Account Login screen you will also see a "Fee Calculator" link. By clicking this link, you can put in data to calculate what the fees would be for a particular vehicle. This may be useful in helping you decide whether or not to renew a particular vehicle.

Logging Out

When you are finished using the system, click the "Log out" link to exit the system.